

# MEETING MINUTES – Architecture Oversight Committee (AOC)

**Date of Meeting:** September 26, 2007

**Time and Location:** 10:00 a.m. – 12:00 p.m. State Data Center; 4430 Broad River Road;  
Conference Room 205

**Minutes Prepared By:** Joy Stagg

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## 1. Attendance at Meeting

Scott Houston (Comptroller General)  
Dr. Bob Cape (College of Charleston)  
Bob Arndt, (DHEC)  
Rod Davis (DHHS)  
Patricia Stephens (Dept. of Social Services)  
David O'Berry (DPPP)  
Jeff Baumann (Forestry)  
Jim Scurry (Dept. of Natural Resources)  
Susan Jordan (Employment Security Commission)  
Katie Morgan (Office of Regulatory Staff)  
Rolf Dolder (DMV)  
Connie Berardinis (Charleston County) – by phone  
Catherine Watt (Clemson University)  
Pat O'Cain (CIO), *Chairman*  
Jim Bryant (CIO)

## 2. Meeting Agenda

1. Welcome and Review Minutes
2. Security Policy
3. Draft of SCEA Governance By-Laws
4. Process of Updating Statewide Strategic IT Plan

## 3. Meeting Notes, Decisions, Issues

Pat O'Cain opened the meeting. Motion was made to adopt the minutes from the last meeting. The minutes were then **adopted as amended**.

- Pat O'Cain then informed the AOC of the Non-Member Public Comment Form Sign-In sheet.

### Security Policy – David O'Berry, DPPP

- Mr. O'Berry discussed the current policy that was modeled after the New York policy but changed to reflect South Carolina processes and initiatives. The AOC wanted the policy to be sent to representatives and alternates for final review and placed on the October agenda for final approval.

### Governance By-Laws Committee – Doug Drenning

- Mr. Drenning reviewed the changes to the governance by-laws by section as recommended by the committee that reviewed the by-laws. The governance by-laws will be on the October agenda for final approval.

### Statewide Strategic IT Plan –

- Mr. O'Cain reviewed the proposed process to update the Statewide Strategic IT Plan. The process

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## 3. Meeting Notes, Decisions, Issues

includes reviewing the completed action items from the previous plan, inform the agency business and IT directors of those actions items and review the update process, facilitate meeting of agency and business leader to establish any new goals and objectives, review the findings with the IT directors and finally present the final plan to the AOC.

## 4. Action Items

Action	Assigned to	Due Date
a. Update of VoIP	TBD	November
<i>Status</i>		
b. Send Governance By-Laws and Security Policy to the AOC representatives and alternates		
<i>Status</i>		
c.		
<i>Status</i>		

## 5. Next Meeting

<b>Date:</b>	October 24, 2007	<b>Time:</b>	10:00 a.m.	<b>Location:</b>	Confrn 105
Agenda:	TBD				